



**State of New Jersey  
Board of Public Utilities**

**ANTICIPATED JOB VACANCY**

**JOB POSTING #: 14-18**

**DATE OF POSTING:** August 3, 2018

**DATE OF CLOSING:** August 17, 2018

**TITLE:** Administrative Assistant 3

**SALARY:** \$46,873.41 – \$66,104.43

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Office of the Ombudsman

**GENERAL DESCRIPTION:** The Office of the Business Ombudsman is seeking an organized self-starter who possesses excellent administrative, written, and verbal communication skills, is attentive to detail, customer service oriented and motivated.

Assists the Director of the Office of the Ombudsman by performing and coordinating administrative support services: does other related work. This position will be responsible for representing the Bureau in a professional manner while performing administrative functions.

Work Responsibilities:

- Assist with providing information to existing businesses or those looking to relocate to New Jersey relating to state energy cost, suppliers, and/or subsidies and grants.
- Collaborate with Board staff to assist with creating public information programs and communication materials to acquaint and educate businesses and the public about the duties and responsibilities of the office and the various types of assistance available to businesses.
- Coordinate stakeholder meetings and interface with stakeholders to disseminate information.

- Prepare correspondence, schedule meetings, and maintain administrative files for the Business Ombudsman.
- Screen incoming calls.
- Respond to emails and incoming correspondence.
- Provide complex administrative services. These include but is not limited to: Preparing and distributing agendas for meetings; attending meetings and typing minutes of the meetings from notes; helping in the preparation of reports; preparing documents such as invoices, purchase orders, memoranda, and reports; proofread and format letters and documents
- Maintain and organize confidential documents within the Office of the Ombudsman.

**REQUIREMENTS:** Graduation from an accredited college or university with a Bachelor's degree.

**Preferred Skill Sets:** Excellent communication, writing and organizational skills needed. Knowledge of Microsoft Outlook, PowerPoint, and Excel needed.

**EXPERIENCE:** One (1) year of administrative experience in a business or government agency providing administrative support services and/or coordinating work activities.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

**OPEN TO THE FOLLOWING:** Current state employees serving in a permanent capacity who meet the above requirements.

**The State of New Jersey is an Equal Opportunity Employer.**

**PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:**

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